

Florida DOC Volunteer PIN Application Simple Step-by-Step Instructions

The following is a condensed instruction designed to help The Encounter volunteers complete the Florida Department of Corrections Volunteer PIN process. We encourage all volunteers to review the complete FDOC instruction guide, which contains additional information and detailed explanations. These simplified instructions are designed to help our volunteers complete the Florida Department of Corrections Volunteer PIN process.

1. Log Into Your Application

Go to: <https://fdcbees.com/vms/>

Enter the same information you used when you applied:

- First Name
- Last Name
- Email Address
- Social Security Number

Check 'I'm not a robot' and click Submit.

2. Follow Your Progress

The portal will show your current step. Complete each step as it becomes available:

1. Application
2. Phase 1 Training
3. Fingerprinting
4. Background Check
5. CJIS Training
6. PIN Issued

3. Fingerprinting

Visit any participating [FDOC Livescan](#) location during walk-in hours.

Bring:

- Government-issued Photo ID
- Social Security Card
- Print [Livescan Form](#) and bring completed form with you when being fingerprinted.

Walk ins welcome with no appointment is required.

4. Complete CJIS Training

Click the CJIS Training button in the portal.

Complete the course.

IMPORTANT: Close only the CJIS training window (not your browser), return to your application, and check the box confirming you completed the training.

5. Receive Your PIN

After you confirm completion of CJIS Training, your Volunteer PIN will be emailed to you.

Before Your First Visit

Contact the Chaplain at every facility you plan to visit before arriving. The Chaplain will schedule your first visit and explain any facility-specific procedures.

Need Assistance? Contact DOC volunteer PIN assistance by emailing: OPR-VolunteerServices@fdc.myflorida.com

Jim Lynch
The Encounter Outreach, Inc.
Email: jim@inmateencounter.com